

PURPOSE

The purpose of mandatory continuing education(CE)/compliance, as cited in the *Kentucky Nursing Laws* (KRS 314), is to require evidence of the nurse's efforts to maintain and update nursing knowledge and skills needed to make competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research.

WHO MUST EARN**RENEWAL REQUIREMENTS FOR NEW LICENSEES**

All licensees are exempt from the CE/competency requirement for the first renewal period of a Kentucky license issued by examination or endorsement. If an individual does not renew the original license, the exemption for the CE/competency is lost and all CE requirements must be met before the license can be reinstated.

REQUIREMENTS AFTER INITIAL LICENSE RENEWAL

All nurses, after first renewal of an initial Kentucky license, must validate the CE/competency requirement every year to renew the nursing license.

HIV/AIDS CE: House Bill 140 passed by the 2001 Regular Session of the General Assembly allows KBN to require the two hours of mandatory HIV/AIDS CE to be earned once every 10 years instead of once every two years. LPNs are required to earn the two contact hours of HIV/AIDS CE between the dates of 11/1/2001 and 10/31/2011; RNs between the dates of 11/1/2002 and 10/31/2012. Nurses audited for compliance in January 2012 and January 2013, respectively, will be required to show evidence of having earned the HIV/AIDS CE during the preceding 10-year period. The requirement will continue every 10 years thereafter. Nurses must maintain proof of earning the required CE for up to 12 years.

Domestic Violence CE: There is one-time only requirement to earn three contact hours of approved domestic violence CE within three years of initial licensure. As of May 1, 1998, graduates of Kentucky prelicensure nursing programs have had the domestic violence CE included in the nursing program.

Pharmacology CE: ARNPs are required to earn five contact hours of pharmacology education each licensure period.

Sexual Assault CE: Sexual Assault Nurse Examiners (SANE) credentialed nurses are required to earn five contact hours of approved sexual assault CE each licensure period (forensic medicine or domestic violence CE will meet this requirement).

WHEN

Starting with the 2005 renewal, LPNs will be required to renew their license yearly by October 31. RNs will begin the annual renewal process in 2006. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31. Licensees who recently reinstated a lapsed license or who recently changed licensure from inactive to active status need to refer to the KBN website at <http://kbn.ky.gov> or contact the KBN office for information on required CE/competency for renewal of licensure.

TABLE 1

RN LICENSURE & EARNING PERIOD	FOR RENEWAL OF LICENSE BY	# CREDIT HOURS
11/01/2004 - 10/31/2006	10/31/2006	14 or equivalent *
LPN LICENSURE & EARNING PERIOD	FOR RENEWAL OF LICENSE BY	# CREDIT HOURS
11/01/2003 - 10/31/2005	10/31/2005	14 or equivalent *
11/01/2005 - 10/31/2006	10/31/2006	14 or equivalent *

* See page 2 for details of methods to validate competency.

HOW TO EARN CONTINUING EDUCATION

APPROVED NURSING CE/COMPETENCY

Nurses licensed by KBN must be able to provide validation of CE/competency for the earning period. Nursing CE is earned through successful completion of offerings presented by KBN approved or recognized providers. It is the responsibility of the licensee to determine prior to attending that the CE offering is presented by an organization approved or recognized by the Board to grant CE contact hours (refer to Table 2). The offering announcement and certificate of completion of approved nursing CE should include the KBN provider number and expiration date or indicate approval by a KBN recognized provider. The phrases "KBN approval pending" or "KBN approval applied for" are not acceptable approval statements and do not guarantee that approved CE would be earned. A recognized offering should have an approval source as listed in Table 2. HIV/AIDS education courses approved by the Kentucky Cabinet for Health Services are recognized by KBN.

According to Kentucky Administrative Regulation 201 KAR 20:215, validation of CE/competency must include **one** of the following:

- (1) Proof of earning 14 approved contact hours; **OR**
- (2) A national certification or recertification related to the nurse's practice role (in effect during the whole period or initially earned during the period); **OR**
- (3) Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature, utilize research methodology, and include a summary of the findings; **OR**
- (4) Publication of a nursing related article; **OR**
- (5) A professional nursing education presentation that is developed by the presenter, presented to nurses or other health professionals, and is evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee's participation as the presenter of the offering; **OR**
- (6) Participation as a preceptor for at least one nursing student or new employee undergoing orientation (must be for at least 120 hours, have a one-to-one relationship with student or employee, may precept more than one student during the 120 hours, and preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor); **OR**
- (7) Proof of earning 7 approved contact hours, PLUS a nursing employment evaluation that is satisfactory for continued employment (must be signed by supervisor with the name, address, and phone number of the employer included), and cover at least 6 months of the earning period.
- (8) Certain college credit courses may be used to meet the CE requirements. Nursing courses, designated by a nursing course number, and courses in physical and social sciences such as Psychology, Biology, and Sociology will count toward CE hours. One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.

ORGANIZATIONS

TABLE 2

NATIONAL NURSING ORGANIZATIONS RECOGNIZED BY THE KENTUCKY BOARD OF NURSING FOR APPROVAL OF CONTINUING EDUCATION OFFERINGS

- ♦ American Academy of Nurse Practitioners (AANP)
- ♦ American Association of Critical Care Nurses (AACN)
- ♦ American Association of Nurse Anesthetists (AANA)
- ♦ American College of Nurse-Midwives (ACNM)
- ♦ American Nurses Credentialing Center (ANCC) of the American Nurses Association (ANA)
- ♦ Association of Women's Health, Obstetrical and Neonatal Nurses (AWHONN)
- ♦ National Association of Nurse Practitioners in Women's Health
- ♦ National Association of Pediatric Nurse Associates & Practitioners (NAPNAP)
- ♦ National Association for Practical Nurses Education & Service (NAPNES)
- ♦ National Federation of Licensed Practical Nurses (NFLPN)
- ♦ National League for Nursing (NLN)
- ♦ Other State Boards of Nursing

HIV/AIDS CE approved through the Cabinet for Health and Family Services (CHFS) is also accepted. For additional information, contact the HIV/AIDS Continuing Education Program at 502-564-6539 or visit their website at <http://chfs.ky.gov/dph/training.htm>.

HOW TO EARN CONTINUING EDUCATION (cont.)

INDIVIDUAL REVIEW OF OFFERINGS PRESENTED BY ORGANIZATIONS NOT RECOGNIZED BY THE BOARD

Contact the KBN office or <http://kbn.ky.gov> to obtain an individual review application; complete and return to the Board office with requested materials and application fee (currently \$10). Within six weeks of receipt of the submitted materials, KBN will notify the individual of the review outcome, i.e., approval or rejection. A notification of CE/competency approval should be retained for a minimum of five years. Individual review is not required if an offering is approved for continuing education by an organization recognized by the Board (refer to Table 2).

SUCCESSFULLY COMPLETE HOME/SELF-STUDY OFFERING REQUIREMENTS

Licensees, regardless of site of residence, are eligible for earning all required contact hours from home/self-study offerings approved by and/or recognized by the Board (Table 2). Following completion of the home/self-study offering, submit the requested materials to the provider as directed. Retain a certificate of successful completion ("Pass") to document earning of approved contact hours for a minimum of five years.

SUCCESSFULLY COMPLETE ELIGIBLE ACADEMIC (COLLEGE CREDIT) COURSE(S)

Academic courses applicable to nursing practice and appropriate for the nurse employed in fields of clinical practice, administration, education, or research may meet the continuing education (CE) requirements. [One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.] Nursing courses, designated by a nursing course number, and social or physical sciences, such as courses in Psychology, Biology, or Sociology, will meet the CE requirements for relicensure.

Prelicensure general education courses, either electives or designated to meet degree requirements, are not acceptable. CPR/BLS, inservice education, or nurse aide training are not acceptable for nursing CE.

VERIFYING CONTINUING EDUCATION

VERIFY PROOF OF CONTINUING EDUCATION/COMPETENCY

Individual licensees should retain for a minimum of five years all copies of certificates of attendance (grade reports, pass-fail certificates, or other documents) verifying successful completion of CE/competency offerings. A certificate of attendance shall specify offering title, date, number of contact hours, and approval source (KBN or other KBN recognized approver).

At the time of license renewal, an applicant is required to certify that he/she has met or is exempt from the required CE/competency earnings.

Following each licensure renewal period, individuals are randomly selected for audit, and will be required to submit copies of certificates of attendance to document approved CE/competency earnings. The Board reserves the right to request proof of compliance with CE/competency requirements from any and all licensees at anytime.

Domestic violence CE certificates should be retained for as long as a nurse holds a current/active license in Kentucky. HIV/AIDS CE certificates must be retained for the duration of its eligibility for licensure.

FOR ADDITIONAL INFORMATION

For additional information, visit the KBN website at <http://kbn.ky.gov>. You can contact Mary Stewart, Continuing Competency Program Coordinator, at 502-429-3300 or 800-305-2042, Ext. 237. You may also reach her by email at MaryD.Stewart@ky.gov.